

**The Kentucky Board of Licensure for**  
**Marriage and Family Therapists**  
**September 26, 2013**  
**Minutes**

.....

The regular scheduled meeting of the Kentucky Board of Licensure of Marriage and Family Therapists was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky on September 26, 2013.

**Board Members Present:**

Ms. Sandy Miller, Chair  
Ms. Carolyn Miller-Cooper  
Ms. Mary Badam  
Ms. Marie Ruf  
Ms. Mary Ellen Yates

**Board Members Absent:**

Mr. Richard Hamon  
Ms. Jane Prouty

**Occupations and Professions:**

Marcia Egbert, Board Administrator

**Office of the Attorney General:**

Angela Evans, Attorney

**Guest**

Dave Clapper - KAMFT  
Carla Crane, Director of Health Policy  
Lee Barnard, Health Policy

---

Chair Sandra Miller called the meeting to order at 12:01 p.m.

The Board recognized Carla Crane, Director of Health Policy who explained the Workforce Data Survey to the Board. During the presentation, Ms. Crane informed the Board of multiple requirements of data collection that they would need from the Board in order to compile the data to complete the reporting information for the Workforce Data Survey. The Board, in turn, stated that it felt that the Boards are not where they need to request this data from. The Board feels that they should first talk with the IT department where they are creating the new database for O&P and request that these fields be included in the creation of the database. The Board can then request the information through the applications from the licensees. Ms. Crane thanked the Board and stated that she will follow-up on the Board's suggestions.

The Board reviewed minutes from August 22, 2013. Following review and discussion Mary Ellen Yates made a motion to accept the minutes as revised. Marie Ruf seconded the motion. The motion carried unanimously.

The Board reviewed the FY14 Monthly Financial Report for July 1, 2012 through July, 31, 2013. Carolyn Miller-Cooper made a motion to accept the report. Mary Ellen Yates seconded the motion. The motion passed unanimously.

### **Attorney Report**

Angela Evans reported that she had sent a response to J.I.'s question regarding accumulated hours and has not heard anything back from him.

Ms. Evans reported on the status of the draft amendments. The handout in the packets included a list of recommended changes. She stated that the Continuing Education requirements may have to be changed in statute. She will inquire with LRC as to whether or not we can make those changes through regulation. Sandra Miller, Chair, requested that the Board members review these items and come prepared to discuss them at the next meeting.

### **O & P Report**

Marcia Egbert reported the following:

#### **Executive Director**

Executive Director Matt Osborne has been offered a position with AT&T and after much consideration and discussion with his family, he decided to accept the offer and will begin on October 1. He stated: "I have certainly enjoyed my time at O&P and feel that we have had a very progressive 3 months together. I would like to thank all Board Chairs, Board Members, Board Attorneys, and most importantly, all employees of O&P for your support and friendship."

Gordon Slone will become Executive Director on October 16. Gordon currently serves as an attorney for the Public Protection Cabinet and has a wealth of knowledge and experience from state and federal government. Gordon has visited the office and a transition plan is already in place. Please welcome Gordon as the Executive Director!

#### **Budget**

The biennial budget process has begun and O&P will need full cooperation to assure that all needs are met throughout the process. More updates will be available as the state budget has a little more clarity.

#### **Database**

The Commonwealth Office of Technology has put together a dedicated team to oversee the construction of the database project and have been to the office multiple times to research the current system and forms. They have indicated that they should be able to meet an end of the year deadline for the front end interface. Board Administrators have been meeting with them regarding the renewal process and the applications for each board. Over the next two months, we hope to have the project manager, or a member of the team, visit with each board for a more substantial update. AS A NOTE, O&P MAY ASK BOARDS TO UPDATE REGULATIONS TO BE ABLE TO REQUIRE CERTAIN INFORMATION NECESSARY FOR AN ON-LINE APPLICATION PROCESS.

#### **KRS 131.1817 – Department of Revenue**

As a reminder...The pension reform bill that passed during the 2013 Regular Session went into effect in July and notices, under the Tax Payer Bill of Rights, have been sent

to delinquent taxpayers to let them know that this law passed and because of it, their driver's license or professional license may be revoked. Over the next few months, the Department of Revenue will send additional notices to delinquent tax payers in an effort to collect the due taxes. O&P has asked, and the Department of Revenue has agreed, to have someone present the law, timeline and intentions to all of the boards that O&P provides service to.

### **Websites**

As the first stage of the database project is being finalized, if the boards would like to make any functional or cosmetic changes, please submit those immediately to ensure enough time is allowed for proper consideration.

### **Wireless Internet**

The necessary hardware is in the process of being installed, and service will be available as soon as possible. This service will be available to all board members on laptops, tablets, and other devices. The Board Administrator will be able to provide the login information before each meeting or committee meeting.

Carla Crane, Director of Health Policy and Lee Barnard who were on the agenda to discuss the Workforce Data Survey were recognized earlier in the meeting.

### **Old Business**

Responses to Old Business from last month's meeting were discussed. Marie Ruf made a motion to approve attendance, transportation, lodging, per diem and travel (does not include travel days) of Board members and the Board attorney to attend the 2013 AMFTRB Annual meeting. The motion was seconded by Mary Badami and approved unanimously. No further action was taken.

### **New Business**

Jennifer Godbey, Kentucky Society for Clinical Social Workers sent an e-mail regarding becoming a regular provider of CEU's for LMFT's. The Board responded that we don't have any providers that are regular providers, unless they are pre-approved through regulation. The Kentucky Society for Clinical Social Workers would need to submit an application for approval on each training they would like to present for CEU's.

An e-mail from Jennifer Sherlock regarding the requirement of 50 hours of raw data was discussed. The Board responded that Associates have always been required to have raw data. It just wasn't required to be recorded. Individuals, who were Associates prior to the requirement to record, have been given partial credit for those hours. However, since 2010, raw data has been required to be recorded. Any other information to the contrary is incorrect.

The Board discussed the need of an Investigator. Mary Badami made a motion for O&P to send out a Request for Proposal for an investigator for the Marriage and Family Therapy Board that includes the requirement that they must be a mental health

professional. Mary Ellen Yates seconded the motion and the motion was approved unanimously.

The Board received an e-mail from Erica Taylor requesting a list of online schools that are accepted by the Board. The Board directed Ms. Egbert to send her the link to AAMFT which will include a list of COAMFTE Approved Schools.

The Board received an e-mail from Michele Blevins regarding License Renewal and a request to waive the late fee which was imposed on her. She stated that the O&P website was down and she was unable to renew online or to download the form. After review of her renewal application the Board instructed Ms. Egbert to contact Ms. Blevins and tell her that since the application was signed and dated 8/9/2013 which was before the website was down from 8/13/2013 through 8/21/2013 that she would need to pay the \$75 late fee.

The Board received an invitation to attend and present at the KAMFT Conference – February 20-21, 2014 on the topic of Frequently Asked Questions. After discussion, the Board asked that Ms. Egbert graciously decline the invitation to present. To go as a panel would constitute a meeting, which is in violation of the Open Meetings Law. Marie Ruf made a motion that the Board creates a Frequently Asked Questions page for the website. Mary Badami seconded the motion which carried unanimously.

The Board discussed Joseph Carlton's request regarding the issue of practicing across state lines and licensure requirements in regard to Telehealth. Ms. Egbert stated that she had sent Mr. Carlton the regulation regarding Telehealth. The Board asked Ms. Egbert to respond to Mr. Carlton that they feel that this is a question for the Colorado Board.

Jane Prouty and Mary Badami requested approval to hold a monthly meeting for the Complaint Committee prior to the Board meeting each month. The Board responded that this was already approved in a previous meeting. The Board instructed Ms. Egbert to post these meetings 24 hours prior to the meeting date on the front door of the building and on the website.

The Board scheduled Board Meeting dates for November and December. The November meeting will be held on November 21, 2013 and the December meeting will be held on December 19, 2013. Ms. Egbert will have these dates posted on the website.

The Board discussed an email from Samantha Griffiths in regard to an Associate working in a private practice. The Board's response was that legally an Associate can be in private practice. It would be up to the Associate to set up everything and have an approved Supervisor in agreement.

The Board discussed a letter from Jennifer Nicole Wheeler requesting an emergency supervisor due to her approved supervisor missed the deadline for renewing his license.

She stated that once her original supervisor retains his supervisor status, she will resume supervision with him. In the case he does not, she will obtain a new supervisor and submit a new plan with a Board Approved Supervisor. Mary Ellen Yates made a motion to approve the request. Marie Ruf seconded the motion. The motion passed unanimously.

Brochure's for books were available for review.

Mary Ellen Yates made a motion at 2:47 p.m. that the Board go into closed session pursuant to KRS 61.810 (1)(j) for deliberations of judicial or quasi-judicial bodies regarding individual adjudications or appointments, at which neither the person involved, his representatives, nor any other individual not a member of the agency's governing body or staff is present. Mary Badami seconded the motion. The motion carried unanimously.

### **Complaints/Other Legal Matters**

The Complaint Committee made the following recommendations:

- a. 2011-007 – File Formal Complaint
- b. 2013-003 – Pending
- c. 2013-004 – Pending
- d. 2013-005 – Pending

Mary Ellen Yates moved that the Board come out of closed session at 2:50 p.m. Marie Ruf seconded the motion. The motion was approved unanimously.

Marie Ruf made a motion to accept the recommendations of the Complaint Committee. Mary Ellen Yates seconded the motion. The motion carried unanimously.

### **Status Report:**

Active Licensee's for Marriage and Family Therapy	– 530
Active Licensee's for Marriage and Family Therapy Assistant	– 129
Total Active Licensee's	– 659
 Total number of inactive licensees	 – 4

There were no exam results to post at this time.

### **Application Review:**

Mary Badami made a motion to approve all applications, renewals, audits and CEU Provider Applications as reviewed and recommended by the committee this morning prior to the Board Meeting. Mary Ellen Yates seconded the motion. The motion passed unanimously.

Mary Badami made a motion to approve the ratification of applications, renewals, audits and Provider Applications reviewed and issued from 8/23/2013 through 9/25/2013. Marie Ruf seconded the motion. The motion passed unanimously.

**Associates:**

The following applications for Marriage and Family Therapist Associates were approved: *Neveah Blemaster, Christopher Clark, Valerie Day, Julia Dodson, Arpita Eusebius, Rachel D. Gilbert, Katie N. Goins*

The following application for Marriage and Family Therapist Associate was approved with provisions: *Rachel D. Gilbert*

The following Plans of Supervision for Marriage and Family Therapist Associates were approved: *Kelly C. Grace, Amu Beth Lockwood, Constance Quick, Camilla Smith*

The following Plan of Supervision for a Marriage and Family Therapist Associate was denied: *Edith S. Mahaffey*

The following Renewals for Marriage and Family Therapist Associates were approved: *Khrystin Ballenger, Melanie Ferguson, Craig Herink, Kelsey Snavelly*

The following Renewals for Marriage and Family Therapist Associates were approved with provisions: *Michelle Brimm, Sharon Bryant, Kelly Jeanette Lee, Joshua Love, Shawn Stinson, Mallory Thompson, Julia G. West, Danielle R. Whiteside, Matthew Young*

The following Renewal for Marriage and Family Therapist Associate was deferred: *William Allen Snyder*

The following Renewal for Marriage and Family Therapist Associate was denied and was sent a cease and desist letter: *Jillian Paige Hord*

**LMFT:**

The following applications for licensed Marriage and Family Therapists were approved: *Monica Hurt, Sarah E. Warren, Goldie Williams*

The following application for licensed Marriage and Family Therapist was approved with provisions: *Julie Berlin Etherton*

The following applications for licensed Marriage and Family Therapists were deferred: *Laura Marie Frey, Allison Christine Hock*

The following application for Reinstatement as a licensed Marriage and Family Therapist was approved: *Vivian Hurt*

The following Renewal Audits for Marriage and Family Therapist were approved:  
*Connie Layne, Charles Shawn Oaks, Teresa Rohman, Nancy Savage, John O. Sivley, David U. Smith, Brian C. Woodring*

The following Renewal Audits for Marriage and Family Therapist were deferred:  
*Michelle Deaton, Kenneth I. Haysley, Jane S. Myers*

Ratification of Online Renewals from 8/23/2013 through 9/25/2013 for Marriage and Family Therapist were approved: *Carla Bond, Katie Brown, Amanda Bruno, Amanda Catherine Campbell, Linda J. Clark, George Curtis Cole, Jacquelyn Jackson Craig, Joseph G. D'Ambrosio, Sara Siner Darlin, Leanne L. Gardner, Vicki Hart Garmon, Grant William Goodman, Erlene Grise-Owens, Jacklyn S. Harris, Richard V. Hendricks, Virginia Todd Holeman, Kenneth Allen Hollis, Douglas Raymond Holm, Julia Cottrell Housiaux, Sally W. Hunter, Cynthia A. Johnson, Milfred L. Jones Jr., Eli Andrew Karam, Martha Kenney, Laura W. Krome, Grace McGregor Lester, Mickey Lee Lewis, Carol Ann Lunney, Janise L. Madison-Hill, Mary Ninette Manning, Jeannette M. Martin, Marian Cecelia McAdams, Ruby Lee McCleskey, Linda Carol Miller, Trent Scott Parker, Jacob Noah Parsons-Wells, Pauline Elizabeth Phillips, Mary Sarah Prokopchak, John P. Reed, Sally E. Rhoads, Miki Watanabe Rodgers, Maria L. Schafenberger, Jennifer A. Schiller, Vivian Rich Simmons, Heather Renee Snyder, Wanda L. Staley, Lisah Renee Sutton, Micah Justin Thompson, Jeffrey M. Twyman, Thomas L. Volker, Tracey A. Werner-Wilson, Christy M. Wolfram, Kristi Michelle Young*

The next meeting of the Marriage and Family Therapy Board has been scheduled for October 24, 2013 at 911 Leawood Drive, Frankfort, KY. Committees will meet at 8:30 a.m. with the Board Meeting to follow at 10:00 a.m.

Marie Ruf made a motion that Travel and Per Diem be paid to those who attended the regular Board Meeting on September 26, 2013. Mary Ellen Yates seconded the motion. The motion passed unanimously.

The Marriage and Family Therapy Board meeting was adjourned by Chair Sandy Miller at 2:55 p.m.

Respectively Submitted:

Marcia Egbert  
Board Administrator